

The U.S. Embassy in Montevideo is seeking university students who meet the requirements below and who would be interested in achieving practical experience through a **volunteer internship in the Embassy's Community Liaison Office (CLO) section.**

CLO section:

Community Liaison Office: The CLO assists in the diplomats' adaptation to post and serves as a liaison to the internal Embassy community.

The student intern will:

- Update office data bases and materials.
- Provide support to the office in event planning and execution.
- Help compiling and editing the post newsletter and creating flyers for future events.
- Assist in the preparation of folders and packages with information for CLO functions such as education, employment, guidance and referrals, welcoming and orientation and information and resources management.
- May answer incoming calls and greet and assist visitors with material available in the Office.
- Take messages and assist callers when Coordinators are out of the office and refers inquiries when necessary to the Coordinator.
- Help in organizing the office filing system, bulletin board, and resource files, regularly updating and streaming resource files by discarding and replacing outdated materials.
- Performs other duties as assigned by the CLO.

The internship will take place at the U.S. Embassy building in Montevideo.

Intern should be available at least 4 hours per day, Monday through Friday, within Embassy work hours. (Embassy work hours are from 8:45 am to 5:30 pm).

Intern's schedule is somewhat flexible and will be arranged according to the student's availability.

Qualifications required:

Good knowledge of available resources in the Uruguayan community; understanding of the American culture;

Education and skills:

- Currently enrolled in a local University, second year level and above in the areas of Business, Communications, Marketing and/or related studies.
- Students who will be graduating shortly are not qualified. Recommendation letters from two professors will be needed.
- Excellent English writing and communication skills. Previous study in English-speaking country is preferred but not essential (i.e. Youth for Understanding).

- Previous experience in graphic design, dealing with the public and organizing events is preferred but not essential.
- Outgoing and proactive personality and high degree of initiative.
- Be able to work under certain pressure at times.
- Excellent computer skills in Publisher, Word, Power Point and INTERNET to gather information.

Other formal requirements for volunteer internship:

1. Age: Must have at least 18 years old and not more than 25 years old.
2. Citizenship: This opportunity is only for non-U.S. citizen students. U.S. citizens who are interested in applying for a student internship with the Department of State, can find further background information @ <http://careers.state.gov/student/>
3. Must be a student in good academic standing, provide a certified transcript to verify and provide written permission from the educational institution.
4. Medical Insurance: interested student must have his/her own medical insurance.
5. Practical professional experience has to be a career requirement.
6. Commitment to follow through with the internship until its completion.

Selection process:

All interested candidates who fulfill the requirements explained above should send updated biographical data sheet containing detailed information on studies, past work experience (if any) and references to jobsMVD@state.gov **before November 7, 2014.**

First screening of applicants will be done on bases of the data provided. The best qualified candidates will be called for an interview. Once selected, the candidate will be subject to medical and security checks before approval to participate in the program.

Advantages for the student:

This can be a very interesting opportunity to obtain practical experience in a challenging environment, practice the English language and gain experience in a key office for the Embassy community. The Embassy will provide a report on the student's performance according to the requirements of the student's University.

Final note:

The intern is not considered an employee. There is no compensation, benefits or leave.